



Appropriation of Funding

Associated Students, Mt. San Antonio College

For Office Use Only

Request#: _____
Date Received: 7/26/18

Organization: Academic Support and Achievement Center (ASAC)
Person submitting form: Catalina Quintero
Email address: _____
Phone: _____

Sponsor: [Signature] Date: 8/14/18
Co-Sponsor: [Signature] Date: 8/14/18

edu

Amount Requested: \$150.00

Name of person that will process your Banner requisition(s): Catalina Quintero

Signature [Signature] Ext. _____

NOTE: The person listed MUST have completed Banner Requisition Training; otherwise you will NOT be able to access allocated funds. Also, this person is responsible for obtaining necessary approvals in Banner.

Name of Event: ASAC welcome and Wdterms/Finals support
Date of Event: September 10-13; Oct. 15-18; Nov. 26-29 Location: various locations on campus
(Note: You must complete a separate Use of Facilities Form to request campus facilities through Event Services)

Advisor Name: _____ Extension: _____
Advisor Signature: _____ Date: _____
If this is a conference request then provide the name and extension of the advisor attending.

Name: Jessica Ramirez Hoxeida Extension: _____

A.S. Senate
For: X Against: 2 Abstain: 0 Date: 9/4/18

A.S. Executive Board
For: 3 Against: 0 Abstain: 0 Date: 9/4/18

A.S. President
Signature _____ Date: _____

Please describe the purpose and nature of your event. Be sure to include how Mt. SAC students will benefit:

Please see attached document

Anticipated number of attendees: 200 (students paying by)

Students participating in this activity must have paid their current activity fee.
NOTE: Student Life no longer gives out "stickers" for the activity fee. Fees must be verified electronically, via the Associated Students website.

Who will be verifying this information?

Catalina Gutierrez or Naomi Lopez

Cost breakdown: (Please be specific and include a separate line item for each expense).

Please see attached document

FUNDING CONDITIONS:

All groups requesting Associated Students funding are hereby notified that the event advisor (or designee) is responsible for processing all requisitions with approved vendors through the Banner system. Associated Students will NOT provide an expense envelope or petty cash for purchases. Petty cash may be reimbursed up to \$200.00. Although forms must be signed by the Director of Student Life, you (the requestor) are responsible for ensuring that all necessary forms and/or Banner requisitions are processed within the required timeframe.

This form must be completely filled out (requestor should complete all areas in blue type) and submitted to the A.S. Secretary at least 4 WEEKS prior to the date of the event/activity to be considered for funding. This will allow the Associated Students to review the nature of your request, approve the request, complete the process of allocating funds, and allow appropriate time for the event/activity to be advertised (in accordance with the A.S. Publicity Directive). NOTE: If the event requires Board of Trustees approval (i.e. payment for speakers, performers, contracts, or out of country travel), clubs must submit the Board item to the Associated Students Secretary by the first of the month PRIOR to the month of travel or event. Other groups must submit board item(s) through their division.

Advisor: ___ Please initial to indicate that you have read and understood the A.S. "Funding Conditions"

INDEPENDENT CONTRACTOR(S):

If your event(s) requires that you pay speakers or performers for services, please complete the information below (A.S. does not make "donations" to groups). Any money paid for a service is considered to Independent Contractor and must be approved by the Board of Trustees per Board Policy 6340 ("Contracts are not enforceable obligations until the Board of Trustees approves them"). Contracted Services, such as equipment rentals, also require a separate Board item. Please call the A.S. Secretary at ext. 4525 if you believe that you need a contracted service (other than catering).

Purpose & Nature of Event (Appropriation of Funding)

The Academic Support & Achievement Center (ASAC) is available to all students on campus. We would like to raise awareness across campus of the services we have available. From our one-on-one, multiple subject tutoring, to our extensive computer lab, we provide an instructor and professional facilitated environment that fosters confidence and student success. We would be providing students with light snacks, beverages, and Scantrons, as well as information about ASAC, during the crucial beginning, middle, and end of the semester.



Stater Bros.

Next delivery: Within 2 hours

\$122.66

Buy \$2.05 more, get Free Delivery* from eligible products



Caprisun Pacific Cooler Juice Drink

10 x 6 fl oz

5

InstructionsRemove

\$12.45



Caprisun Lemonade Juice Drink

10 x 6 fl oz

4

InstructionsRemove

\$9.96



Quaker Chewy Chewy Chocolate Chip Granola Bars

18 x 0.84 oz

5

InstructionsRemove

\$24.95



Nature Valley Granola Bars, Sweet and Salty Nut, Peanut

6 x 1.2 oz

5

InstructionsRemove

\$17.95

~~\$18.45~~



Nabisco Ritz Peanut Butter Single Serve Cracker Sandwiches

8 ct

5

InstructionsRemove

\$17.45



Pepperidge Farm Goldfish Baked Cheddar Snack Crackers

9 oz

5

InstructionsRemove

\$27.45



Stater Bros Pure Water

15 x 10 fl oz

5

InstructionsRemove

\$12.45